

DELETING, MOVING, OR COPYING DATA-VALIDATION RULES

To remove all validation rules from a cell or range, first select the cell(s) containing the validation rule; then click the Data Validation button on your Data ribbon and click the Settings tab in the Data Validation dialog box. Click the Clear All button and click OK. This option erases the input message, error alert, and validation settings.

When should you select the Apply These Changes to All Other Cells with the Same Settings check box? If you originally create a set of validation rules for a range of cells, Excel stores those settings with the range. If you later adjust the settings for an individual cell in that range, you break the link to the range. Check this box while editing data-validation settings for a single cell, and Excel extends the selection and applies your changes to the entire range you originally selected. The check box has no effect on other cells for which you defined rules individually, even if the rules are absolutely identical.

TIP FROM

EQ & Woody

When you copy or move a cell or range, data-validation rules travel with the cell's contents. To copy only data-validation rules from one cell to another, without affecting the contents or formatting of the target cell, use Paste Special. Select the cell whose rule you want to copy, and then click the Home ribbon's Copy button (or press Ctrl+C). Select the cells where you want to copy the rule, and click the bottom half of your Home ribbon's Paste button. Choose Paste Special. Check the Validation option and click OK.



Are you still finding invalid data in a user form in which you've created validation rules to protect data? See "Data Validation Limitations" in the "Troubleshooting" section at the end of this chapter.

CIRCLING DATA ERRORS

Data-validation rules are not perfect. Users can bypass the rules and enter invalid data by pasting from the Clipboard or by entering a formula that results in an invalid value. Also, Excel does not check the existing contents of a cell or range when you create or copy a validation rule.



The only way to visually identify invalid data is to display your Data ribbon and click the Data Validation button. Choose Circle Invalid Data to show any cells that are outside the rules, as shown in Figure 18.16. Click the Clear Validation Circles button on the Data Validation menu to clear the highlights.

NOTE

The Circle Invalid Data button will find a maximum of 255 cells. If you have more invalid entries, you'll need to correct the data in some of the invalid cells and then click the Circle Invalid Data button again.

Figure 18.16
Click the Circle Invalid Data button to add these bold highlights around any cell whose contents violate a validation rule.

	Apr	May	Jun	Jul	Aug	Sep	Oct
1							
2	Sold Analysis						
3							
4							
5	\$ 1,280.00	\$ 1,321.00	\$ 1,355.00	\$ 1,455.00	\$ 1,098.00	\$ 1,255.00	\$ 1,433.00
6	700	655	677	743	697	955	678
7	1,980	1,975	2,032	2,198	1,995	2,210	2,111
8	750	800	804	743	877	953	678
9	\$ 1,230.00	\$ 1,175.00	\$ 1,228.00	\$ 1,455.00	\$ 1,118.00	\$ 1,257.00	\$ 1,435.00
10							
11							
12	\$932,345	\$878,765	\$556,789	\$887,655	\$766,567	\$897,543	\$434,566
13	400,000	400,000	410,223	453,211	434,555	433,222	454,322
14	1,332,345	1,078,765	967,012	1,340,666	1,201,122	1,330,755	888,888
15	1,000,000	878,998	766,555	458,667	887,775	765,433	555,443
16	\$332,345	\$199,767	\$200,457	\$884,199	\$313,345	\$565,332	\$323,445
17							
18							
19							
20	\$728.39	\$513.83	\$410.91	\$510.07	\$698.15	\$715.17	\$303.26
21	813.01	747.45	624.23	313.86	794.08	608.94	394.04
22							
23							

→ For an overview of other tools you can use to track down problems in formulas, see "Testing and Debugging Formulas," p. 618.

PRINTING WORKSHEETS

Unlike Word documents, which typically are designed to fit on specific paper sizes, Excel worksheets are free-flowing environments that sprawl in every direction. When printing, if you leave the formatting to Excel, you'll end up with page breaks that appear at arbitrary locations in your worksheet, with no regard to content. To properly translate a large worksheet into printed output takes planning and a fair amount of creative formatting.

If you don't specifically define a print area, Excel assumes that you want to print all the data in the currently selected worksheet or worksheets, beginning with cell A1 and extending to the edge of the area that contains data or formatting. If necessary, you can divide a worksheet into smaller sections and print each region on its own page. As explained in this section, you can also shrink the print area to fit in a precise number of pages, and you can repeat row and column headings to make the display of data easier to follow.

TIP FROM

EQ & Woody

Don't overlook other techniques for rearranging data on a worksheet for the purpose of producing great printouts. For tables, AutoFilters can help you select and print only data that matches criteria you specify (see Chapter 21, "Organizing Data with Tables and PivotTables," for more details). Hiding rows and columns temporarily can help cut a large worksheet down to size. To print the quarterly sales totals for each sales rep without printing the monthly details, for example, hide the details before printing the selection. In some cases, the best way to print a complex selection from a worksheet is to translate it into another worksheet, using linked ranges or PivotTable reports (also covered in Chapter 21).